



Peace Corps-Philippines

The United State Peace Corps program in the Philippines seeks qualified candidates for the following key position:

FINANCIAL ANALYST

(Code: FA)

TYPE OF CONTRACT: Personal Services Contract

BASIC FUNCTION OF POSITION

Under the supervision of the Director of Management and Operations (DMO), the Financial Analyst (FA) is a key position in the Peace Corps Administrative Section. The FA coordinates human resource management and manages accounting, administrative and financial operations through close coordination with other departments to support Post (Peace Corps office) operations. Responsible for a professional-level of financial management such as Post Annual Integrated Planning and Budget (IPBS or Post Operating Plan); performs Mid-Year review of Post Funds; manages Post financial spending plan during Year-End process; performs various financial analyses to support senior officers and key staff in order to have informed decision making; supervises and responsible for performance evaluations of Admin and Training Coordinator, Administrative/HR Assistant, Administrative Clerk or other Administrative staff as may be necessary or assigned in the future. Performs duties of Receiving Officer; authorized Procurement Representative using U.S. Government Purchase and Travel Card; serves as alternate Contracting Officer, and alternate Class B Cashier. Coordinates event budget implementation, monitoring and control; provides advice and counsel to Peace Corps staff members and Volunteers regarding Peace Corps financial matters. Performs other duties and activities as may be assigned by the DMO to support the administrative and operations requirements. The FA will serve as Acting Director of Management & Operations in the absence of the DMO.

QUALIFICATIONS

- Applicants must possess a CPA or MBA or Master's degree from a recognized university in business administration, finance or accounting. CPA certification is a plus.
- Minimum of seven [7] years of progressively responsible experience in accounting, finance and budgeting with significant knowledge of general business administration, budget planning and administrative operations.
- Experience in government or private sector accounting including interpretation and use of financial data for informed decision-making and the efficient and optimal use of resources.
- Experience in financial management work that involved the preparation, justification, or management of an organization's budget and operating plan processes.
- Minimum of three [3] years of relevant supervisory experience required.

SKILLS, KNOWLEDGE and REQUIREMENTS

- Thorough knowledge of budgeting process – financial planning, implementation, monitoring and control is a must; Government accounting (allotment, commitment, obligation, liquidation) knowledge is an advantage;
- Human Resource management and knowledgeable in administrative best practices.
- Ability to recommend solutions on financial, administrative and human resource issues.
- Demonstrated ability to ensure accurate and thorough attention to detail that includes analyses and interpretation of complex financial information and budget or management reports.
- Strong communication skills with the ability to communicate verbally and in writing in clear and concise English.
- Possess strong people skills with the ability to develop effective, trust-based relationships with diverse individuals in a multi-cultural environment.
- Ability to work effectively at all levels within the Peace Corps Agency, including U. S. Mission in the Philippines; possess the confidence to professionally and proactively present recommendations and escalate issues to senior management, particularly critical issues beyond one's immediate scope of authority.
- Resourceful in researching matters on U.S. Federal and State department regulations, Philippines labor law, Peace Corps Manual, Overseas Financial Management Handbook, Foreign Affairs Handbook and Foreign Affairs Manual prior to rendering recommendations to the DMO.
- Ability to contribute to the process improvement process by assessing, analyzing and recommending practical, cost-effective solutions.
- High degree of proficiency in MS applications, particularly in MS excel with proven ability in developing spreadsheet in complex formulation. Experience with, or ability to learn within a reasonable time, other accounting/systems' applications (such as Hyperion) is critical to role.
- Fluent in verbal/written English and Tagalog to communicate at a professional level.
- Possess a valid passport and be able and willing to travel occasionally in the Philippines or overseas to attend training events as necessary.
- Ability to obtain a background and security clearance to work in a U.S. Government agency.

SALARY AND BENEFITS:

- Salary and benefits based on US Embassy Local Compensation Plan
- Bonus of 17.33% of annual basic salary
- Medical/Hospital benefits patterned on US Embassy benefits program

PROCEDURES FOR APPLICATION:

Application letter:

Candidates' application letters must describe how their qualifications meet the position criteria.

Comprehensive CV:

Qualifications, previous duties, responsibilities and accomplishments listed in the comprehensive resume/CV must all be verifiable. Application documents would best be in Adobe or PDF format of **not more than 10MB**. Please do not email scanned copies of documents that are not asked for.

Please send your application letter and CV/resume to vacancy@ph.peacecorps.gov. **NB: All applications are due by Monday, September 1, 2014 by 6pm.** Due to the volume of inquiries, only candidates meeting the position requirements will be contacted for an interview. Phone calls or email inquiries will not be entertained.